

VACANCY ANNOUNCEMENT

U. S. Court of Appeals for the Ninth Circuit

<http://www.ca9.uscourts.gov>

JUDICIAL ASSISTANT

to the Honorable Carlos T. Bea, U.S. Circuit Judge
San Francisco, CA

Position Open Until Filled

Start Date: Immediately

SALARY

JSP Grade 11: Salary Range \$54,821 - \$71,265 annually, depending on qualifications

ABOUT THE COURT

The Ninth Circuit Court of Appeals is a federal appeals court serving the western United States, including Hawaii, Guam and Alaska. Main court offices are located in San Francisco, with divisional offices in Pasadena, Seattle and Portland. The court has twenty-eight authorized judgeships and twenty-one senior judges. Judges' chambers are located throughout the circuit. The San Francisco court is conveniently located at the corner of Seventh and Mission, one block from the Civic Center BART station and commuter bus lines.

POSITION OVERVIEW

Judge Bea's chambers are located in San Francisco, California. The judicial assistant is responsible for providing secretarial and administrative assistance to support the Judge's fulfillment of judicial and administrative responsibilities.

REPRESENTATIVE DUTIES

- ▶ Provide support to the Judge, the law clerks and other court personnel as required, including scheduling work flow, typing, copying, filing, supply requisition and equipment maintenance.
- ▶ Conduct case management, including continued record retention and follow-up of pending cases. Type (in draft and final form) opinions, bench memoranda, correspondence and reports integral to operations.
- ▶ Serve as a liaison to all other court support units on behalf of the Judge.
- ▶ Prepare correspondence, legal documents and other materials.
- ▶ Make travel arrangements and prepare expense reports.
- ▶ Facilitate law clerk recruitment and personnel processing.

REQUIREMENTS

- ▶ Minimum of eight years secretarial or executive assistant experience, six of which must include progressively responsible experience with law-related matters.
- ▶ Excellent command of English grammar; ability to draft correspondence.
- ▶ Ability to type neatly and accurately at 75 wpm; competent in WordPerfect 10; Dictaphone desired.
- ▶ Excellent computer skills; familiarity with Internet research and Westlaw desired.
- ▶ Demonstrated organizational and record-keeping ability. Extensive experience preparing itineraries and expense reports.
- ▶ Case management experience; familiarity with bluebook form preferred.
- ▶ Must be a high school graduate; paralegal certificate and/or college degree desired.

QUALIFICATIONS

- ▶ Knowledge and understanding of the goals and operations of the federal court system.
- ▶ Excellent communication and interpersonal skills (i.e., graciousness, collegiality, etc.)
- ▶ Consummate professionalism, discretion and integrity.
- ▶ Strong preference given to candidates with prior Ninth Circuit or other federal judiciary experience.

BENEFITS

Employees of the Court are at-will employees and are not covered by civil service classifications or regulations. They are, however, entitled to similar benefits as other federal government employees, including:

- ▶ Coverage under a federal pension plan
- ▶ Employer-matching thrift savings plan (similar to a 401K)
- ▶ Optional enrollment in:
 - Health insurance program with a government contribution
 - Life insurance program with a government contribution
 - Flexible benefits program (put away money pre-tax to offset health care premiums, health care expenses, dependent care expenses and commuting expenses)
 - Long-term disability insurance
 - Long-term care insurance (available to employees and eligible family members)
- ▶ Direct deposit is required

APPLICATION INSTRUCTIONS

Email your resume with a cover letter to: hr@ca9.uscourts.gov; enter JA-BEA04 in the Subject line.

The U.S. Court of Appeals is an Equal Opportunity Employer.